



Free Tax Preparation! Chandler's Volunteer Income Tax Assistance (VITA) Program

Required Documents

If you qualify and are planning on having your taxes prepared at a VITA site, there are several required documents that you must bring with you in order for VITA staff to successfully to prepare and submit your tax return.

Required Tax Documents (If applicable):

- Picture ID for all adults on the return
- Social Security cards, IRS ITIN cards or ITIN letter for all persons on the return
- Proof of all income, including W-2, 1099 and any earnings statements
- Name, address, tax ID number and amount paid for child care last year
- Account and routing numbers (to use direct deposit)
- Copy of last year's tax return
- If filing jointly (if married, VITA only does joint filing,) both adults must be present to sign
- Social security, pension and IRA statements
- Statements of medical expenses
- Student tuition or loan information
- Unemployment information
- Interest or dividend statements
- Gifts to charities or churches
- Alimony information
- Any records of payments made to the IRS, e.g. Quarterly payments
- Any envelopes received in the mail with "Important Tax Information Enclosed" on the envelope.

For more information call Neighborhood Resources at (480) 782-4320, email flor.lara@chandleraz.gov, or go to <http://www.chandleraz.gov/vita>